

BUFFALO TRACE DISTRICT EARLY INTERVENTION COMMITTEE

July 21, 2005

The Buffalo Trace District Early Intervention Committee met at the Buffalo Trace Commonwealth Center July 21, 2005. The five members present were Jane Fay, Kelly Case, Lorna Kaye Sapp, Dorothy Gibbs and Melisa Cantrell.

Melisa Cantrell called the meeting to order and presented the minutes. There were 2 corrections to the minutes: Shelia Bess should be added to those present at last meeting and "EARL Y" should appear at the top of the minutes. Dorothy Gibbs made the motion to accept the minutes as corrected. Kelly Case seconded the motion. Motion carried.

Kelly Case provided the Point of Entry Report for May and June 2005. See attached reports.

Kelly noted the following provider changes: Buffalo Trace Health Dept. as a deletion for PSC, Rebecca Pugh, DI for KIDS PLAY, an agency owned by Sheila Bess, Lora Hackworth, PT for Great Start (Lewis Cty only). Kelly also reported an increase in Public Relations Activities. She reported on the Baby Gala and Radio Announcements. The major concern voiced at this time is a need for Primary Service Coordinators, and lack of referrals. It was concurred by the group that summer months are usually the slowest period of the year.

Jane Fay then gave the staff report. Anne Swinford will be acting Part C coordinator, effective July 1, 2005, due to the retirement of Germaine O'Connell. PSC update has been sent for the Buffalo Trace Area. Kelly Case, ISC, will bring new Provider Bio's to the next meeting to insert in directories until next July when the new directory is distributed. Jane also said there may be other providers available in the near future for Buffalo Trace.

Donna Lynne, a new TA Consultant for the Deaf Blind Project, certified in the field of Deaf Education will have an office in Northern Ky. She can be reached at montoon8@netscape.net.

Jane presented the following information in her report.

The interpreter policy has been updated at \$52.00 per hour, or the providers customary charge if lower. Final budget figures for 2005 reveal that First Steps spent 80% of allotted budget. The Infant Toddler Conference will be in Lexington on August 25, and 26. Jane told the committee she will be serving on First Steps Ethic and Professional Standard Work Group to develop a code of conduct. She also informed the group that Northern Kentucky University no longer provides the undergraduate IECE classes.

The next item was old business, and Kelly reported the new computer has been installed.

New business was the family fun day at R Pumpkin Farm. The date was set for October 7th or 8th with a rain date of October 14th or 15th. Depending on the availability of the farm schedule. Lorna Kaye Sapp made the motion to set a ceiling price of \$500.00 for food and activities. Motion was seconded by Dorothy Gibbs. Motion carried. Melisa will prepare the flyer and Kelly will make copies that will be distributed by the PSCs.

DEIC discussed promoting First Steps information in conjunction with other programs (that are represented by all DEIC members) through luncheons for Healthcare Providers. Drinks, and paper products will be purchased using DEIC funds. Dorothy Gibbs will assist with this by faxing a list of doctors to Kelly so that we can reach all those who see children in the birth to age three population. This activity would be a good child find resource.

Parenting classes, newspaper inserts, and placing flyers in areas frequented by young parents were suggestions to be planned at the next meeting.

Plans were made to exhibit First Steps at Augusta Back to School Read-I-Fest. Jane Fay and Melisa Cantrell will; man the exhibit there. Kelly and Shelia will exhibit at the Germantown Fair Baby Show. Also discussed possible guest speakers for the next DEIC meetings.

The meeting was adjourned.

Next meeting date is September 15, 2005.

Lorna Kaye Sapp
Recording Secretary